



SUPERVISING REGISTERED NURSE

MONTHLY SALARY: \$3984 - \$4798
PLUS: \$800 Monthly Pay Differential

EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.
IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

=====
===
HOW TO APPLY: The testing office accepts State of California application, form 678, continuously and will notify and test applicants as needed. Applications received via FAX machine will not be accepted. Do not submit applications to the State Personnel Board

SUBMIT APPLICATION TO: VETERANS HOME OF CALIFORNIA - YOUNTVILLE
Personnel Services – Testing Unit
110 California Drive
Yountville, CA 94599-1414

FINAL FILING DATE: CONTINUOUS – Testing is considered continuous as dates can be set at anytime and eligible lists are merged.

EXAMINATION ELIGIBILITY LIMITATION: The testing period for this classification is 12 months. You may not test for this classification more than once in a testing period. If you have taken an examination for this classification with the Department of Veterans Affairs within the last 12 months, you are not eligible to compete in this examination.

SPECIAL TESTING: If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the “Application for Examination.” You will be contacted to make specific arrangements.

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of a signed identification to the examination.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION:

NOTE: All competitors must meet the education and/or experience requirements.

NOTE: All applications/resumes must include to: “to” and “from” date (month/day/year); time base; and class title.
Applications/resumes received without this information will be rejected.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as “Either” I, “or” II, “or” III, etc. For example, competitors possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

ALL COMPETITORS MUST SHOW THEIR LICENSE NUMBER, TITLE, AND EXPIRATION DATE ON THEIR APPLICATIONS. APPLICATIONS/RESUMES RECEIVED WITHOUT THIS INFORMATION WILL BE REJECTED.

MINIMUM QUALIFICATIONS:

Require possession of the legal requirements to practice as a professional Registered Nurse in California.
(Applicants who are in the process of securing approval of their qualifications by the California Board of Registered Nurses will be admitted to the examination, but they must possess all legal requirements as determined by the Board before they will be considered eligible for appointment.)

Either I

One year of experience in California state service performing the duties of a nursing classification comparable in level of responsibility to a Registered Nurse, Range B.

Or II

Two years of professional nursing experience in a facility licensed for inpatient care. (Possession of a Master’s Degree in Nursing may be substituted for one year of the required experience.)
(Candidates for Supervising Registered Nurse who are within six months of completing the experience requirements will be admitted to the examination, but they must complete all requirements before they will be considered eligible for appointment.)

SPECIAL PERSONAL CHARACTERISTICS: Must possess aptitude for and willingness to work with clients in a State geriatric facility; emotional stability; sensitivity to the needs of clients; patience; tact; alertness; and keenness of observation.

ADDITIONAL DESIRABLE QUALIFICATION: Proficiency in the use of American Sign Language

DRUG TESTING REQUIREMENT: applicants for positions in this class are required to pass a drug-screening test. Testing of current employees who are applicants in an examination or who are transferring is permitted only if the person does not have a current appointment to a class for which drug testing is a requirement.

THE POSITION: Under direction, is responsible for the overall management and supervision of an organized nursing unit on a 24-hour basis in a state geriatric facility; is responsible for the nursing care and practices of an organized nursing unit or equivalent responsibility for a nursing service; plans, implements, evaluates, and provides for continuity of client/patient care; works with other disciplines to integrate nursing services with the total treatment program; teaches, plans for, directs, coordinates, and evaluates nursing personnel.

QUALIFICATIONS APPRAISAL - WEIGHTED 100%

SCOPE: In addition to evaluating the competitors’ relative abilities as demonstrated by quality and breadth of experience, emphasis in the examination interview will be on measuring competitively, relative to job demands, each competitor:

- A. Knowledge of:**
- 1. Professional nursing principles and techniques for a geriatric population
 - 2. Hospital routine and equipment
 - 3. Medicines and narcotics
 - 4. Techniques of effective supervision
 - 5. Unit management
 - 6. Interrelationships of all treatment activities in a hospital setting
 - 7. Manager’s/supervisor’s responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.
 - 8. Medical terminology
- B. Ability to:**
- 1. Apply nursing techniques
 - 2. Observe and record symptoms and behavior
 - 3. Keep records and prepare reports
 - 4. Gain the interest respect and cooperation of clients
 - 5. Plan, organize, and direct the work of others
 - 6. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

If conditions warrant, this examination may utilize an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out his/her application. List all experience relevant to the "Requirements for Admittance to the Examination" shown on this announcement, even if that experience goes beyond the seven-year limit printed on the application. Supplementary information will be accepted but read the “Requirements for Admittance to the Examination” carefully to see what kind of information will be useful to the staff doing the evaluation.

ELIGIBLE LIST INFORMATION: The resulting eligible list will be used to fill vacancies at the Veterans Home in Yountville, California **only**. Names of successful competitors are merged into the list in order of final scores regardless of date. Eligibility expires 12 months after it is established.

Veterans Preference credit will not be grant in this examination.

GENERAL INFORMATION

It is the candidate's responsibility to contact the California Department of Veterans Affairs three days prior to the written test if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the California Department of Veterans Affairs, Veterans Home of CA, Yountville, Personnel Services, (707) 944-4550 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board offices, local offices of Employment Development Department and the Department noted on the front.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination Location: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Supervising Registered Nurse
Continuous Filing
Open, Spot – Yountville, California

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and regency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

Veterans Preference: Veterans’ Preference credits will be added to the final score of all competitors who are successful in this examination and who qualify for, and have requested these points and if the points apply to this examination. Due to changes in the law, which were effective January 1, 2996, VETERANS WHO ACHIEVE PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS CREDITS. Directions for applying for veterans preference are on the Veterans Preference Application form which is available from the State Personnel Board Office, written test proctors, and the Department of Veterans Affairs, P.O. Box 1559, Sacramento, CA 95807.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school on a year-for-year basis.

TDD is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.

(707) 944-4560

(Rev. 08/04/00)